## MONTHLY RESPONSIBILITIES WITH DATES

* Compiling By Name List for Veterans and Chronic Homeless (BNL) Data = The 8th of each month
* Compiling Quarterly Reports = The 8th of April, July, October, January
* Compiling CDBG Report = The 10th of each month
* Site Visits = The first Monday of each month
* Check each org Data Quality monthly = 15th of each month
* Update website and Facebook= 5th of each month
* Verifying monthly APR reviews are submitted through jotform.com by the 7th of each month = The 5th to the 7th of each month
* Disabling users who haven’t logged in within 30 days = 1st of the month
* De-duplicate clients = 1st of the month
* Time Sheets to United Way
* Time Sheets to City = due by the 15th
* Create Training videos = 20th of each month

## ONGOING RESPONSIBILITIES

* Reset user passwords, unlock user accounts in ClientTrack

## UPCOMING RESPONSIBILITIES

* Point in Time Count (PIT)/ Housing Inventory Count (HIC) needs to be submitted
* April 1st HUD changes coming to HMIS
* Gathering data for Continuum of Care (CoC) Application
* Running and submitting System Performance Measures (SPM’s)

## Logins Needed:

1. **HFG Website (current, and upcoming) (**Old website, Username: mshell Password: zfWs1vRBjO@bCvF(Ipo9gdLL
2. **SQUARES** User: mshell Password: HFGuser#1
3. **Smartsheets** User: [mshell@unitedwayofthecv.org](mailto:mshell@unitedwayofthecv.org) Password: HFGuser#1
4. **ClientTrack (Local and State)** User:mshell@unitedwayofthecv.org Password: HFGuser#1
5. **Email**
6. **E-snaps (Hud site for submitting annual CoC Application)** User: mshell Password: HFGuser#1
7. **Hudhdx (Hud site for submitting PIT and System Performance Measures (SPM report)** User: [mshell@unitedwayofthecv.org](mailto:mshell@unitedwayofthecv.org) Password: HFGuser#1
8. **Jotforms (monthly APR reviews, clienttrack set-up survey)** Username: hmisga505 Password: UWAYpassword#1
9. **Youtube Channel/Google Drive** Username: hmisga505@gmail.com Password: UWAYpassword#1
10. **Voicemail**
11. **Sakai HMIS Admin Forum (Great support from other HMIS admins)**
12. **Domain Website Host (**[www.cheapdomain.com](http://www.cheapdomain.com)) Username is: HomeforGoodCV Password: P@ssword2
13. **Facebook usermane…mshell@unitedwayofthecv password..HFGuser#1**

## Important Links:

1. <https://www.hudexchange.info/get-assistance/my-question/> Ask HUD a question
2. <https://docs.google.com/spreadsheets/d/1WEQLY6xsUPfej9nd1OTWWNMARQmpEq69C4LbbQhs8WM/edit#gid=352684783> A view of all the data we’ve ever submitted to Zero:16/Built for Zero from the BNL’s
3. <http://homeforgoodcv.org/wp-admin> Admin sign-on sheet for current (old) website
4. <https://www.hmisrepository.va.gov> Easy way to verify vet status on someone
5. <https://app.smartsheet.com/b/home> Log-in page for “smartsheets”, what we use for our Veteran and Chronic “By Name Lists” (BNL’s)
6. <http://hudhdx.info> Log-in page for HUDhdx. This is where Point in time and System Performance Measures are inputted each year.
7. [www.techsoup.org](http://www.techsoup.org) Super sweet site, where you can buy highly discounted software, only for non-profits.
8. [www.join.me](http://www.join.me) Website where you can easily connect and view other people’s computer screens.
9. www.***Clienttrack.net/hrn*** – live database login page
10. ***www.Clienttrack.net/hrn\_train***-training database login page
11. [http://www.hudhdx.info/User/Default.aspx Hudhdx.com](http://www.hudhdx.info/User/Default.aspx%20Hudhdx.com)

: <http://www.homeforgoodcv.org.php56-30.ord1-1.websitetestlink.com/wp-admin/index.php>

How to log into website:

Go to this website:

<http://www.homeforgoodcv.org/wp-admin/>

User: [jon@unitedwayofthecv.org](mailto:jon@unitedwayofthecv.org)

Password: 3rXj4mNLSA#aEXw$BnrC41Jk